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Job details

Job 1 of 1

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Property Management & Support Services Division**SALARY:**

\$5,699.55 - \$7,475.64

ABOUT THE POSITION:

The Office of the District Attorney is seeking a highly motivated, well-organized professional individual to supervise the Property Management Section of the Property Management and Support Services Division in the Bureau of Administrative Services. The vacancy is located at 201 N. Figueroa Street, Suite 1300, Los Angeles, CA 90012.

Qualified employees are invited to submit a resume along with a cover letter highlighting their work experience and additional information, a copy of their last two performance evaluations, and copies of time records for the last two years by **Friday, February 8, 2013**.

Requirements**DO NOT APPLY ONLINE****ACCEPTING RESUMES FROM:**

Permanent Los Angeles County employees who meet one of the following requirements:

1. Employees who currently hold the payroll title of Supervising Administrative Assistant III.

- OR -

2. Employees with five years' experience analyzing and making recommendations for the solution of problems of organization, systems and procedure, program, facility planning, budget, or personnel, two years of which must have been in a supervisory capacity*.

*Supervisory Capacity: supervisory experience includes responsibility for planning, assigning and reviewing the work of

staff, evaluating employee performance, participating in interviewing and selecting new staff, and performance management.

- OR -

3. Employees who have two years' experience as a Supervising Administrative Assistant II, Administrative Assistant III, Head Staff Services, or Administrative Analyst.

Only the most qualified individuals will be invited to participate in the interview and final selection process.

**Desirable
Qualifications**

DESIRABLE QUALIFICATIONS:

- Knowledge of space planning, including the alteration and/or development of office space.
- Experience as a building manager.
- Excellent verbal and written communications skills.
- Strong interpersonal skills, including the ability to deal effectively with all levels of staff and the ability to negotiate with vendors and contractors.
- Ability to analyze and interpret complex lease agreements and contracts.
- Ability to make sound recommendations to management regarding the use of space.
- Ability to develop cost estimates for facilities-related projects.

Duties

DUTIES AND RESPONSIBILITIES:

This position reports directly to the Head, Management Services and is responsible for managing the following essential departmental functions: facilities management and space planning for over forty administrative and DA office sites, equipment management and inventory control, general services and maintenance, communications, and parking services.

This position is also required to interact, verbally and in writing, with Departmental Executive management and staff, representatives of other County departments, and outside vendors and agencies.

**Vacancy
Information**

PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:

Lynn Vodden, Director
Bureau of Administrative Services
201 N. Figueroa St., Ste. 1300
Los Angeles, CA 90012
Contact Name: **Tess Masukawa**
Fax: (213) 202 - 6084

THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION

Contact Name Tess Masukawa

Contact Phone 213-202-7753

Job Field Administration

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